



VUL-APP-25-Contract Owner Appointment

Contractor Details		
Company Identification Number		
Company Representative Name		
Individual Identification Number		
Date		
This appointment is issued by the relevant Asset, Operation, or Function in line with the site Safety and Health Management System (SHMS), Contractor Management Plan VUL-PLN-043, and applicable safety and contract management standards. The appointment will only be effective once you have read, understood, and accepted the responsibilities outlined below.		
Summary of Key Obligations		
As an appointed contract owner, you are required to ensure compliance with the requirements of the Contractor Management Standard and Contractor Management System which include the following obligations: This appointment is made in accordance with: • Coal Mining Safety and Health Act 1999 • Coal Mining Safety and Health Regulation 2017 • Recognised Standard 22 – Management Structure • Section 55(2)(ca) CMSHA – management of contractors and service providers The appointee is authorised as a Contract Owner within the mine's Management Structure. Interfaces: The Contract Owner will interface with: • Contract Manager (primary interface) • SSE (via escalation) • Supervisors and Coordinators • HSE / Technical / Engineering teams Limitations of Authority: This appointment. • Does not transfer statutory accountability from the SSE • Is limited to the contracts and scope listed • Does not override site SHMS or management structure requirements		
Item	C	NYC
Defining the scope of work and approving any scope of work changes prior to the execution of works under the contract	☐	☐
Establishing a contractor mobilisation, execution and demobilisation plan along with relevant risk assessments; (CMR, SHMP, PRA, Insurances & Licenses).	☐	☐
Verifying completion of pre-mobilisation activities prior to work commencing;	☐	☐
Acknowledging and understanding whose system of work applies to the scope of work	☐	☐
Ensuring you have a plan to monitor and verify the operational, contractual and HSE performance of the contractor and complying with Vulcan Mine standards to ensure work is adequately supervised and executed safely.	☐	☐
Monitoring the contractor's adherence to expected standards for health, safety, environment and work quality, performance and tidiness	☐	☐
Engaging with HSE and Contract Manager (or equivalent) where required to bridge contract owners identified knowledge/experience gaps and to assist in identifying associated risks.	☐	☐
Follow a documented plan to monitor compliance and verify that sub-contractors have been pre-qualified for technical and safety competency by the contractor, that they understand the scope of work risks and the risks to be mitigated, before being approved to commence work.	☐	☐



Informing Supply of non-conformances as well as general performance issues to the contract manager.	☐	☐
Verifying that appropriate level of supervision is always in place.	☐	☐
Ensuring the transfer of ownership to a new contract owner, and informing Supply a contractual specific accordingly.	☐	☐

Sign Off

Contract Owner Sign Off

I hereby accept the appointment and acknowledge the obligations applicable to the role.

Name:	Signature:	Date:
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Contract Manager Sign Off

I confirm this appointment and have confidence in the candidate's knowledge and ability to fulfil the obligations under this appointment.

Name:	Signature:	Date:
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Senior Site Executive/SSE Delegate

Name:	Signature:	Date:
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